

consideration shall be given to Government-contract rental vehicles available under an appropriate GSA Federal Supply Schedule contract.

(e) *Permissive use of a privately owned conveyance.* When an employee uses a privately owned conveyance as a matter of personal preference and such use is compatible with the performance of official business, although not determined to be advantageous to the Government under paragraph (d)(3) of this section, such use may be authorized or approved provided that reimbursement is limited in accordance with the provisions of part 301-4.

(f) *Travel by ocean vessel.* Except for travel between points served by ferries, travel by ocean vessel shall not be regarded as advantageous to the Government in the absence of sufficient justification that the advantages accruing from the use of ocean transportation offset the higher costs associated with this method of transportation; i.e., per diem, transportation, and lost worktime. Authority to authorize or approve travel by ocean vessel shall be obtained at the highest administrative level consistent with agency travel management policy. The requirements of § 301-3.6(a) for use of United States flag ships shall be observed. (See § 301-3.3(c) for authorized vessel accommodations.)

[54 FR 20270, May 10, 1989, as amended by FTR Amdt. 9, 55 FR 10769, Mar. 23, 1990; FTR Amdt. 26, 57 FR 28633, June 26, 1992]

### § 301-2.3 Local transportation.

(a) *To, from, and between places of work.* Transportation by bus or streetcar between places of business at an official station or a temporary duty station and between places of lodging and place of business at a temporary duty station is allowed as a transportation expense. (Concerning transportation by taxicab between such places, see § 301-3.1.)

(b) *To places where meals are obtained.* Where the nature and location of the work at a temporary duty station are such that suitable meals cannot be obtained there, the expense of daily travel required to obtain meals at the nearest available place may be approved as necessary transportation not incidental to subsistence. A statement of the

necessity for such daily travel shall accompany the travel voucher.

(c) *To and from carrier terminals.* (1) Reimbursement shall be allowed for the usual taxicab and airport limousine fares, plus tip, between a common carrier or other terminal and either the employee's home or place of business at the official duty station or place of business or lodging at a temporary duty point, or between the airport and airport limousine terminal. However, available courtesy transportation service furnished by hotels/motels should be used by employees to the maximum extent possible as a first source of transportation between place of lodging at the temporary duty point and common carrier terminal. Reimbursement shall be allowed for tips when courtesy transportation service is used.

(2) An agency shall, when appropriate, restrict the use of taxicabs under paragraph (c)(1) of this section or place a monetary limit on the amount of taxicab reimbursement when:

(i) Suitable Government or common carrier transportation service, including airport limousine service, is available for all or part of the distance involved; or

(ii) Courtesy transportation service is provided by hotels/motels between the place of lodging at the temporary duty site and the common carrier terminal.

(d) *Between residence and office on day travel is performed.* Reimbursement may be authorized or approved for the usual taxicab fares, plus tip, from the employee's home to his/her office on the day he/she departs from the office on an official trip requiring at least one night's lodging and from the office to his/her home on the day he/she returns to the office from the trip, in addition to taxi fares for travel between office and carrier terminal.

(e) *Between residence and office in cases of necessity.* Reimbursement for the usual taxicab fares paid by an employee for travel between office and home may be authorized or approved incident to the conduct of official business at an employee's designated post of duty when the employee is dependent on public transportation for such travel incident to officially ordered work outside of regular working hours

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and when the travel is during hours of infrequently scheduled public transportation or darkness. Agencies are expected to establish stringent administrative controls at sufficiently high levels which ensure that reimbursements are authorized only when justifiable and when all circumstances set forth in this paragraph are met.

[54 FR 20270, May 10, 1989, as amended by FTR Amdt. 26, 57 FR 28633, June 26, 1992]

### **§ 301-2.4 Emergency travel due to illness or injury or a personal emergency situation.**

Provisions governing reimbursement for allowable transportation in connection with emergency travel due to illness or injury or a personal emergency situation are set forth in part 301-12.

### **§ 301-2.5 Routing of travel.**

(a) *Official necessity.* All travel shall be by a usually traveled route. Travel by other routes may be allowed when the official necessity therefor is satisfactorily established.

(b) *Indirect-route or interrupted travel.* When a person for his/her own convenience travels by an indirect route or interrupts travel by direct route, the extra expense shall be borne by him/her. Reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. An employee may not use contract airline/rail passenger service provided under contract with the General Services Administration (see part 301-15, subpart B, of this chapter) for that portion of travel by an indirect route which is for personal convenience. Additionally, an employee may not use a U.S. Government Transportation Request (GTR) (see § 301-10.2 of this chapter) or a contractor-issued charge card (see part 301-15, subpart C, of this chapter) for procurement of commercial carrier transportation services for that portion of travel by an indirect route which is for personal convenience. An employee may, however, use contract airline/rail passenger service, as well as a GTR or contractor-issued charge card, for portions of travel that are authorized to be performed at Government expense. (See § 301-11.5(a)(3) of this chapter regarding re-

imbursement claims for travel that involves an indirect route.)

[54 FR 20270, May 10, 1989, as amended by FTR Amdt. 32, 58 FR 58236, Oct. 29, 1993]

### **§ 301-2.6 Use of Government-furnished vehicles.**

(a) *Use limited to official purposes.* When a Government-furnished vehicle is used by an employee for official travel, its use shall be limited to official purposes (31 U.S.C. 1344 as implemented in 41 CFR 101-38.3) which include transportation between places where the employee's presence is required incident to official business; between such places and places of temporary lodging when public transportation is unavailable or its use is impractical; and between either of the above places and suitable eating places, drug stores, barber shops, places of worship, cleaning establishments, and similar places necessary for the sustenance, comfort, or health of the employee to foster the continued efficient performance of Government business.

(b) *Government driver's identification card.* Under instructions prescribed by the Office of Personnel Management, a Federal employee who must occasionally use a Government-furnished vehicle for official business while on temporary duty away from his/her official station need not possess a Standard Form 46, U.S. Government Motor Vehicle Operator's Identification Card, if he/she holds a valid State, District of Columbia, or territorial motor vehicle operator's license and presents travel orders specifically authorizing the temporary use of a Government-furnished vehicle.

(c) *Vehicle not available.* If a Government-furnished vehicle is not available when required as a first resource, a Government-contract rental or other commercially rented vehicle may be used provided such use is consistent with § 301-2.2(c) and the regulations and authorizations of the employee's agency.

(d) *Use of Government aircraft.* Agencies may authorize an employee to travel on a Government aircraft, if use